



JOHN ELIAS BALDACCI  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
152 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333



MICHAEL P. CANTARA  
COMMISSIONER

JAY BRADSHAW  
DIRECTOR

BOARD OF EMS MEETING  
JUNE 6 & 7, 2006  
9:00 AM  
DECHAMPLAIN CONFERENCE ROOM

MINUTES

**June 6, 2006:**

Members: Joe Conley, Penny Kneeland, Alan Azzara, Jim McKenney, Steve Diaz, Carol Pillsbury, Steve Leach, Bob Ashby, Oden Cassidy, Roy Woods, Tim Beals, Wayne Werts, Kevin Kendall

Staff: Jay Bradshaw, Ben Woodard, Dawn Kinney, Drexell White, Dave Kingdon

Attorney General's Office: Laura Yustak Smith

Regional Coordinators: Donnie Carroll, Joanne LeBrun, Rick Petrie, Steve Corbin, Bill Zito

Guests: Rick Cheverie, Gary Utgard, Al Gervenack, Steve Bunker, Chris Lockwood

1. Introductions were made. Mr. Lockwood, representing the Public Safety Communications Working Group was welcomed to the meeting
2. Approval of May 3, 2006, meeting minutes

**MOTION: To approve the minutes of the May 3, 2006, meeting as distributed. (Kneeland; seconded by Ashby) Unanimous.**

3. New Business
  - a. Public Safety Communications Work Group – Mr. Lockwood made a presentation to introduce to the Board this group that was formed at the request of several communities who were working on PSAP consolidation issues. The Work Group membership is a dynamic one, and they have their discussions upon request of outside agencies. This Work Group has no statutory authority and only serves to be a resource for communities and PSAPs.

Following his presentation, the Board thanked Mr. Lockwood for taking the leadership role in this Work Group and encouraged the group to continue its work, which the Board agreed would be helpful as future consolidation and communication system changes take place.

**MOTION: To support the continuing activity of the Public Safety Communications Board (Woods; second by Cassidy). Passed with two abstentions (Beals, Conley)**

It was suggested that Dick Thompson, State Chief Information Officer, be invited to a future meeting to make a presentation to the Board on the state's communications plan.

- b. Emergency Medical Dispatch Rules – David Kingdon distributed the updated draft of the proposed EMD rules. Questions were raised about technical matters in the Rules, which Laura said she would be reviewing prior to the filing with the Secretary of State's office. In accordance with the Administrative Procedures Act, notice will be posted and hearings conducted around the state the week of July 17. Each hearing must be attended by at least two Board members. The following schedule was developed:

Monday, July 17: Augusta (CMCC): Ashby, Pillsbury; Houlton (via videoconference): Woods, Cassidy.

Tuesday, July 18: Rockland (Knox Center): Leach, Beals

Wednesday, July 19: Lewiston (CMMC): Pillsbury, Werts

Thursday, July 20: Machias (Downeast Hospital): Doughty, Cassidy; Bangor (EMCC, Rangeley Hall): Doughty, Kneeland, Knowlton

Friday, July 21: Cape Elizabeth FD: Azzara, Conley; York (Senior Center), Azzara, Conley

**MOTION: To accept the draft EMD Rules with technical edits. (Beals; second by Werts) Passed with one opposed (Woods)**

- c. Medical Director's Report
  - i. MDPB – At the May meeting, a program for the self-administration of Nerve Agent Antidote Kits (aka Mark 1 kits) by EMS responders was approved following considerable discussion. The program was forwarded to the Education Committee for review of training component, then on to the Operations Team for implementation issues before being reported back to the MDPB.

Penobscot Bay Hospital (Dr. David Ettinger) received approval for a different CVA form to be used by EMS providers for 1 year, with reports back to the MDPB as data is available.

Discussions have been ongoing regarding the ability/appropriateness of EMS providers to contact a patient's personal physician without the patient's consent. After reviewing legal opinions from Alan Azzara and Laura Yustak Smith, it was agreed that absent the patient's consent, EMS providers should use on line medical control as their contact.

At the June meeting, the MDPB will set its annual goals, which will include medical control training. The Cardiac Advisory Committee will also be meeting in June and joining with Maine Quality Forum AMI Work Group to continue its coordinated planning effort.

- d. Investigation Committee Action Items

Discussion began on the May 18, 2006, meeting minutes and Committee recommendations.

**MOTION: To approve the terms of the Consent Agreement in the matter of case #06-02. (Cassidy; second by Woods).**

Discussion on the case resulted in a subsequent motion:

**MOTION: To table the Investigation Committee minutes and discussion on case #06-02 until 9:00 AM on June 7, 2006. (Woods; second by Beals). Unanimous.**

e. Committee Reports

- i. Ops Team – Rick Petrie reported that the Ops Team met that morning and discussed the following items:
  1. Emergency Medical Services for Children grant for FY06. Jay is in the process of making necessary changes to the FY06 grant regarding the registered Project Director (was Dwight Corning) and on closing out the FY05 project, which has been delayed due to internal problems with the DPS/Labor Service Center.
  2. FY07 Contract – edits were suggested regarding ALS testing and QI data entry.
  3. Pandemic Influenza Planning – Maine CDC will be providing funds to each regional office (through MEMS) to assist with EMS involvement in the County EMA PanFlu planning activities.
  4. AVOC – Plan discussed for providing instructor training was discussed. Jay will incorporate this into a grant application with the Bureau of Highway Safety.
  5. Hospital Radio Rollout – Questions were raised about information presented at a Maine Hospital Assn meeting. Jay will be meeting with MHA and the state CIO office to develop an information sheet regarding questions raised by Ops members.
- ii. Education – Dan Batsie reported that there was no quorum at the May meeting, but those in attendance discussed the PIFT program which was forwarded by the MDPB. A plan to beta test this with students from a variety of services is moving forward. Also discussed was the Adult I/O training program; course accreditation; use of medical equipment on students; and BLS refreshers. The Education and Exam Committees will hold a joint meeting on June 14 to discuss the Integrated Practical Exam process and in at the next Board meeting will report back on that meeting.
- iii. Exam – Joining the Board meeting via teleconference was Gregg Margolis, Ph.D., Associate Director, National Registry for EMTs. Dr. Margolis was requested by the Exam Committee to provide information to the Board in response to questions that were raised by the Exam Committee regarding the January 1, 2007, conversion to Computer Based Testing.

Following a question and answer period, the following motion was made:

**MOTION: To adopt the National Registry Computer Based Testing for Basic Life Support written tests. (Beals; second by Conley). Passed with one opposed (Woods)**

Staff will begin working with the NREMT to identify additional testing sites in Augusta and Machias.

- iv. Quality Improvement Committee – Dr. Diaz reported that due to the EMS Awards Ceremony, the QI Committee held a very brief meeting, mostly dealing with the QI forms for airway and 12 lead EKG. The airway forms will be sent out to all services and available on the MEMS web site. Work will continue on the 12 lead form.
- f. Legislative Update - Jay reported that the Governor has signed LD 1018, which removes the requirement for SBI background checks on EMS license renewals. This bill, sponsored by Rep. Sykes of Harrison, was originally passed by the Legislature in 2005, but was carried over due to the fiscal impact (reduction of income to SBI). Jay will be meeting with Commissioner Cantara, MSP, and SBI to discuss the impact of this and try to develop an alternate method of obtaining this information until the matter can be re-visited by the Legislature.
- g. Other – none at this time.

#### 4. Staff Reports

##### a. MEMS

- i. MEMSRR – Ben reported that the next round of training provided by ImageTrend will be on June 29 (Bangor) and June 30 (So. Portland). Activity continues to help services make the conversion from paper forms to an electronic format. Jay has submitted a grant to the National Highway Traffic Safety Administration to help purchase laptop/tablet computers for services over the next 4 years. Grant request is for \$1.25 million, but available funding will depend on how many other states apply for funding. A response from NHTSA is anticipated in September.
- ii. Inspections – Dawn reported that due to extended vacancy in the Training Coordinator position and the backlog of work in that area, she will be temporarily reducing the number of days she is out doing inspections. Upcoming schedule include the islands in Casco Bay, Monhegan, and Matinicus. Recently she has found services whose drugs were not being appropriately stored and logged.
- iii. Training Coordinator replacement – Jay reported that the next closing date for applications will be June 16. Interviews will be scheduled as soon as possible following a review of applications received.

#### **June 7, 2006:**

Members: Paul Knowlton, Rick Doughty, Joe Conley, Penny Kneeland, Jim McKenney, Carol Pillsbury, Wayne Werts, Steve Leach, Bob Ashby, Oden Cassidy, Roy Woods, Tim Beals, Peter DiPietrantonio, Steve Diaz, Kevin Kendall

Staff: Jay Bradshaw, Ben Woodard, Dawn Kinney, Drexell White

Attorney General's Office: Laura Yustak Smith

Regional Coordinators: Donnie Carroll, Joanne LeBrun, Rick Petrie, Steve Corbin, Bill Zito

Guests: Ron Jones, Karen Gagnon, David Cluff, Sue Hludik, Dan Batsie

1. Those present were introduced and welcomed to the meeting
2. Old Business
  - a. Investigations Committee

**MOTION: To remove from the table matters involving the Investigations Committee. (Beals/Woods). Unanimous**

**Motion: To enter executive session pursuant to 32 M.R.S.A. §92.3 and 1 M.R.S.A. §405(6)(F) for the purpose of reviewing pending investigation #06-02 and 1 M.R.S.A. §405(6)(E) for receiving legal advice on the aforementioned investigation. (Kneeland; second by Beals). Unanimous**

Entered into Executive Session at 9:22

**MOTION: To exit Executive Session (Ashby; second by Doughty). Unanimous**

Exited Executive Session at 9:43

Steve Leach reported that in Executive Session, the Board discussed case # 06-02 and received legal advise from counsel. The Board will continue discussion on this case at the next meeting and will notify the subject of the investigation about the upcoming action.

Laura suggested that because there are several new Board members, it may be helpful to have her review the disciplinary process at the next meeting prior to considering this case. Members agreed this would be beneficial.

**MOTION: To accept the minutes of the Investigations Committee meeting of May 18, 2006, excluding case #06-02. (Werts; second by Beals). Unanimous**

- b. Conflict of Interest – Laura reviewed issues concerning direct and potential conflicts of interest. At issue is the pending discussion on the role of regional offices within a state EMS system and the fact that several members of the Board have relationships with the existing regional offices. Because these members also have important information regarding the EMS system, it was agreed to disclose EMS activity and any potential conflicts of interest.

Steve Leach

- President, Mid Coast EMS Council (no compensation)
- Coordinator, Samoset Conference (compensated)
- EMS Instructor (compensated)
- Paramedic: Augusta Fire Dept & Union Ambulance

Wayne Werts

- Chief, Auburn Fire Dept.
- Member, Tri County EMS (no compensation)

Carol Pillsbury

- Paramedic, NorthStar EMS
- EMS Instructor (compensated)
- Occasional office work for Tri County EMS (est < \$500 in 25 years)

Peter DiPientrantonio

- Emergency Physician, Parkview Hospital
- Member, Southern Maine EMS Board (no compensation)

Jim McKenney

- Service Chief, Crown Ambulance
- Member Aroostook EMS Council (no compensation)

Penny Kneeland

- Administrator, Penobscot Valley Hospital. Responsibilities include emergency department and ambulance service operations
- Member, Northeast EMS Council (no compensation)

Joe Conley

- Supervisor/Paramedic, American Medical Response
- Not a member of S MEMS Council

Rick Doughty

- Paramedic, Capital Ambulance and Levant Rescue
- Member Northeast EMS Council (no compensation)

Paul Knowlton

- Paramedic, Capital Ambulance
- Member, Northeast EMS Council (no compensation)

Tim Beals

- Executive Director, Delta Ambulance Corporation
- Board of Directors, Kennebec Valley EMS (no compensation)
- Chair, KVEMS Finance Committee (no compensation)
- President, Maine Ambulance Association (no compensation)

Roy Woods

- Chief, Caribou Fire Dept.
- Member and Past President, Aroostook EMS (no compensation)
- Board member, Maine Fire Chiefs Assn (no compensation)

Oden Cassidy

- Member, Aroostook EMS Council (no compensation)

Bob Ashby

- Not a member of any EMS Council
- Son is a member of Aroostook EMS Council, but is not compensated

Steve Diaz (ex-officio)

- Administrator and emergency department physician, MaineGeneral Medical Center (a dues paying member of KVEMS)
- Medical Director, Delta Ambulance
- State EMS Medical Director
- President, Atlantic International Emergency Medicine Institute (US, Ireland, Northern Ireland). Potential relationship with Mid Coast EMS (Samoset Conference).

Kevin Kendall

- Emergency physician, Central Maine Medical Center
- Interim Tri County Medical Director – stipend paid by TCEMS to CMMC and from CMMC to Dr. Kendall (~\$1,000/month)
- Agreed to participate in discussion, but will recuse from any vote affecting regional contracts.

Considerable discussion then continued regarding the functions of regional EMS offices and whether these functions should be performed at a regional level, or at a state level.

**MOTION: To have the Chair appoint 6 Board members to serve on a sub-committee to categorize functions as regulatory or resource (state or regional) and report back at the next Board meeting. (Werts; second by Pillsbury). Unanimous.**

The following members agreed to serve on the sub committee: Tim Beals, Joe Conley, Jim McKenney, Wayne Werts, Carol Pillsbury, Paul Knowlton, and Steve Leach. Sub committee meetings will be on June 20 and, if necessary, June 28.

- c. Next meeting. Due to the 4<sup>th</sup> of July holiday, the next Board of EMS meeting will be on Monday, July 10, 9:00 – 3:00, in the Fallen Heroes Conference Room.

Meeting adjourned at 2:14 PM